

## DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### LONG TERM CARE DATA ANALYST

Role Title: Information Technology Specialist II

Position # W0154

Pay Band 5 Level II – Hiring Range: \$20.49 - \$30.00 per hour

**HOURLY POSITION – NO STATE BENEFITS**

**Closing Date: November 9, 2015**

Long Term Care Division seeks a high energy self-starter to join our team to develop and provide data, data presentation and analysis for results of the Division's Quality Management Review (QMR) process. This position provides support to the division by performing data analysis that track QMR results, quality improvement trends, and general data related to the waivers, as well as perform analysis and summary of data for internal and external reporting. This position is also responsible for the production and management of data compilation processes including periodic (weekly, monthly, quarterly and annual) reports for the Long Term Care Division. Applicants must have significant knowledge of Microsoft Excel and demonstrated ability to utilize tracking databases, conduct data analysis, and write reports for a variety of audiences. Prefer ability in database management software applications specifically Microsoft Access. Prior experience developing performance metric and/or dashboard reporting is desirable. Requires demonstrated ability to work accurately and efficiently, both independently and as part of a multi-disciplinary team. Must be able to interpret complex technical documentation and provide data in customer-driven formats. Prefer degree in Information Systems or related discipline; education/ training/ experience interchangeable. **This position is hourly and is limited to 1500 hours per year/ 29 hours per week.**

### ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

**Web Sites for Vacancy Listings**

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: [http://www.dmas.virginia.gov/Content\\_pgs/ab-emp.aspx](http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx)

**Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.**

**EEO/AA/ADA**